

## **POSITION SPECIFICATION**

City of Yukon, Oklahoma

Date: Sept. 17, 2007

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<b>CLASS TITLE:</b>	POLICE OFFICER
<b>REPORTS TO:</b>	POLICE LIEUTENANT OR SERGEANT
<b>DEPARTMENT:</b>	POLICE DEPARTMENT

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### **JOB SUMMARY:**

Performs police patrol, investigation, traffic regulation, and related law enforcement activities. Protects life and property of all individuals in the City of Yukon following the mission and values of the Yukon Police Department.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **Essential Functions:**

- Works on various shifts performing patrol, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances; follows department policies, and procedures, rules and regulations.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

- Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders.
- Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and records including incident reports, field interrogation report, vehicle impoundment form, traffic hazard report, etc.
- Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.
- Participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.
- Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about department activities.
- Participates in training drills, attends classes in law enforcement related topics, emergency medical, firearms qualifications, and related subjects.
- Serves as a member of various employee committees.
- May be assigned to other related duties.

**MINIMUM EDUCATION AND EXPERIENCE:**

Entry Level

General:

- Must be 21 years or older at the time of employment.
- Must possess or be able to obtain, by the time of hire, a valid state driver's license.
- Felony convictions, disqualifying criminal histories and extensive traffic violations are not allowed.
- U.S. citizen
- Must be able to read and write the English language.
- Must be of good moral character and of temperate and industrious habits.

Education and Experience

- High school diploma or equivalent supplemented.
- Must have 60 college credits
- Meet all standards set by Oklahoma Council on Law Enforcement Education and Training to be a certified Police Officer.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Some knowledge of Public Safety principles, procedures, techniques, and equipment.
- Some skill in operating the tools and equipment as listed for this position.
- Ability to learn the applicable laws, ordinances, and department rules and regulations. Ability to perform work, requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationship with subordinates, peers, and supervisors. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to follow verbal and written instructions. Ability to meet the special requirements listed below. Ability to learn the City's geography.
- Working knowledge of driver safety and working knowledge of first aid.

**SPECIAL REQUIREMENTS:**

- Ability to meet department's physical standards.
- Meet requirements of department's rules and regulations.

**TOOLS AND EQUIPMENT USED:**

Police car, police radio, pager, radar gun, handgun, handcuffs, and other weapons as required. First aid equipment, various computers and related programs, and the phone.

**SELECTION GUIDELINES:**

Formal application, review of education and experience, appropriate Police testing; including written and physical agility test, oral interviews and final selection. Background and psychological assessments, drug testing, and post offer medical examination.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, precarious places, and conditions, fumes or airborne particles, toxic or caustic chemicals, cold, extreme heat, and vibration. While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell.

The employee must frequently lift and occasionally lift and/or move more than 100 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Able to handle and cope with stressful situations.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.